



After reviewing your brief proposal, the Public Health Practice Based Research Networks Initiative and the Robert Wood Johnson Foundation (RWJF) would like to request a full proposal submission from your organization. A full proposal submission must include a proposal narrative, a proposal budget and budget justification, and two completed RWJF Request for Project Support and Conditions of Grant forms. ***Your full proposal submission must be received by September 9, 2008 at 11:59 p.m PDT.***

The proposal narrative should address each of the components outlined below. The narrative may not exceed 15 single-sided, single-spaced, type-written pages with one-inch margins (font size of 11 points or larger). Please see the original Invitation to Apply document and the information below for more information.

PROPOSAL NARRATIVE COMPONENTS

- (1) a statement of the project's broad objectives;
- (2) a description of the organizational structure for the proposed PBRN, including:
 - The number and types of agencies/organizations proposed for participating in the PBRN network and the rationale for this structure;
 - a description of the organization that will serve as the PBRN lead and the rationale for this decision;
 - an outline of the roles and responsibilities proposed for key network participants;
 - A summary of the proposed participants' prior experiences in working together;
 - A discussion of the relative strengths that the proposed network participants collectively bring to the project in terms of generating practice-oriented research ideas and implementing studies in real-world practice settings.
- (3) A description of the research interest(s) held in common by the proposed PBRN participants, along with one or more brief examples of the types of studies envisioned for completion through the PBRN. The proposal should clearly state how the proposed research interest(s) relate to important gaps in knowledge and evidence for public health practice.
- (4) a description of the mechanisms and activities proposed to engage practice agencies in research development, implementation, and translation processes, including any previous experiences or preliminary progress toward such engagement. As part of this description, include a timeline and/or discussion of how activities will be phased during the course of the two year project.
- (5) A discussion of the qualifications and experience of the proposed research partner(s), including evidence of their ability to design and conduct collaborative, practice-based research studies.

(6) Plans for translating and disseminating research findings to inform the practices of agencies within and beyond the proposed network. This section may include expectations for how the proposed network will work with other supported PBRNs and the national coordinating center to foster multi-site networking and learning.

(7) Expectations about the sustainability of the proposed PBRN beyond the period of support.

PROJECT BUDGET AND BUDGET JUSTIFICATION

Each successful applicant will receive a total of \$90,000 in financial support from the Robert Wood Johnson Foundation to be used over a 24-month period in developing a PBRN. In addition, each network will receive up to 20 days of consultation time from experts identified by network participants. Your proposed project budget and budget justification should detail how the \$90,000 in funds will be used over the entire period of the grant, which runs from December 15, 2008 through December 14, 2010.

The budget should be broken into one year increments. Project Year 1 will begin December 15, 2008 and end December 14, 2009. Project Year 2 will begin December 15, 2009 and end December 14, 2010.

The project budget and narrative **MUST** be prepared according to RWJF guidelines found at: http://www.rwjf.org/files/applications/Budget_Preparation_Guidelines_2006.doc

Each project should include in their budget travel funds for at least one member to attend a 1.5-day PBRN conference scheduled for April of each project year in conjunction with the annual Keeneland Conference on Public Health Systems and Services Research in Lexington, KY.

An Excel Spreadsheet that includes a template for preparing the budget will be e-mailed to each applicant.

APPENDIX

Appendices must include the following:

- Appendix A: Letters of commitment from key partners in the proposed PBRN.
- Appendix B: One completed, un-separated original of The Robert Wood Johnson Foundation Request for Project Support and Conditions of Grant form and one copy of this completed form. (Staff will send two copies of this form to you. Please note that you are required to submit one original; the second copy is available in case mistakes are made on the original).
- An optional Appendix C may include other supporting materials not to exceed 5 pages.

HOW TO SUBMIT YOUR PROPOSAL

An original and three (3) copies of your full proposal submission (all elements) must be submitted to the following address:

Public Health PBRN Initiative
UAMS Fay W. Boozman College of Public Health
4301 W. Markham Street, #820
Little Rock, AR 72205
Attn: Sharla Smith
Phone 501-526-6629
Fax: 501-526-6620

Additionally, an electronic (PDF) copy of your proposal narrative, budget, and budget justification should be submitted to the following email address: publichealthpbrn@uams.edu

All proposal materials must be received by Tuesday September 9, 2008 at 11:59 p.m PDT

Please do not hesitate to contact the staff of the coordinating center with questions, including Sharla Smith at 501-526-6629 and smithsharlaa@uams.edu , or Lenora Martindale at 501-526-6654 and lmartindale@uams.edu.

REVIEW CRITERIA

All proposals will be reviewed by an independent national advisory panel jointly selected by the PBRN National Coordinating Center and the Robert Wood Johnson Foundation. Individual critiques of applications will not be provided. Proposals will be rated on the following criteria:

1. Breadth and/or diversity of public health practice agencies included in the research network.
2. Strength of mechanisms used to engage practice agencies in research development and implementation, including evidence of past successes or potential for such engagement.
3. Experience of the proposed research partners, including evidence of their ability to design and conduct collaborative, practice-based research studies.
4. Ability of the designated lead organization and principal investigator to oversee and administer key project activities carried out through multiple organizations.
5. Relevance of the proposed research focus area and its potential to address important gaps in knowledge and evidence for public health practice
6. Plans for translating and disseminating research findings to inform the practices of agencies within and beyond the proposed network.
7. Plans for the sustainability of the proposed PBRN beyond the period of support.

ABOUT THE PUBLIC HEALTH PBRN INITIATIVE

The Public Health Practice-Based Research Network Initiative is a project supported by the Robert Wood Johnson Foundation to foster the development of practice-based research networks (PBRNs) involving public health agencies. A Public Health PBRN is an organized group of public health agencies engaged in ongoing collaborations with a public health research center to conduct rigorous, applied studies designed to identify ways of improving the organization, financing and delivery of public health services in real world community settings.

The University of Arkansas for Medical Sciences is coordinating the Public Health PBRN Initiative with support from the Robert Wood Johnson Foundation. This initiative will provide successful applicants with support to conduct initial PBRN development and planning activities along with a preliminary, small-scale research project. Each successful applicant will receive up to \$90,000 in financial support plus up to 20 days of expert consultation time to be used over a 24-month period in developing a PBRN. Up to five applicants will be selected for support in this initial round of funding, with an additional 10 applicants selected in a second round of funding.

Please do not hesitate to contact the staff of the coordinating center with questions, including Sharla Smith at 501-526-6629 and smithsharlalaa@uams.edu , or Lenora Martindale at 501-526-6654 and lmartindale@uams.edu.